

Special Recreation Permits

At the end of this training you will be able to

- Enter data from a new Special Recreation Permit (SRP) into the RMiS database
- Copy an address from the New SRP to the Master Address list
- Set up the Formula for recreation activities associated with the new SRP

Special Recreation Permits

- Copy a formula to the Master Formula page
- Add visitor days to one or more SRPs
- Research expired SRP's in RMiS
 - By Permittee Name or
 - By Permit number
- Copy an existing or expired SRP in RMiS

Special Recreation Permits

- Edit an existing SRP in RMiS
 - Correct data that was entered into RMiS
 - Delete a current SRP
 - Wrong information entered
- Use the SRP Journal to verify the data associated with the permit
 - what data was entered

I have never entered a SRP into RMiS and I know the mid year data call is coming up, how do I create a new SRP in RMiS?

New SRP review

- Remember to change the fiscal year in the permit number
- You must enter the actual dates of the permit as the default is the current date.
- **Save** the Permit before exiting
- Add the SRP to the Address list

Entering a New Formula

What else do I need to do to create a New SRP in RMiS?

New Formula review

- You must set up a formula or the visitor days will not show up in the sites associated with the permit.
- You can enter multiple activities as long as the total is at least 100 percent.
- **Save** the Formula before exiting.
- Always click the “Copy to the Master” button after you set up the formula.

Adding visitor use to a SRP

Now that I have entered the SRP and a formula, how do I show how many people participated in the event?

Adding visitor use review

- You cannot enter visits to a permit unless you have already set up your visitor use formula
- Double check that you selected the correct permit
- **Save** the days entered before exiting the visitor use page

Researching an Expired SRP

What if I know a promoter has had a SRP before but they cannot tell me the permit number. How do I find the old permit?

Researching an expired SRP review

- If you were sorting by name and click on a permit and then go back to the list of SRPs it will have automatically reset to sort by number
- Expired permits are indicated by an asterisk

What if I have found an expired permit and I have to enter another one for the same event just a year later?

Copying a SRP review

- You can only copy a permit when you are on the SRP editor page.
- Remember to change the permit number as the old permit number carries through to your new permit.
- Don't forget to change the date range to the date range of the permit as it automatically sets to the current date
- The formula is not copied from the old permit you must set a new formula or use one from the master list.
- You do not want to just change the date range of an expired permit.

Editing or Deleting a SRP

What if I make a mistake when I enter a SRP and do not realize it until after I have saved the permit or even days later?

Deleting or editing a SRP review

- You must be on the SRP editor page to correct information or delete a permit
- Once you delete the SRP it is gone so make sure you really want to delete it

Using the Journal Page

What if I have entered visitor days into a permit multiple times and cannot remember when or how many I entered?

Journal Page Review

- By clicking on the Journal button you can see all the visitor use data that you have entered for a SRP
- Once in the Journal page you can change the number of visits, or the percentage for each activity
- You can also delete the entry if you realize you entered the wrong data or if you have duplicate entries

Special Recreation Permits

Now that we are at the end of this training you should be able to

- Enter data from a new SRP into RMIS
- Copy an address from the New SRP to the Master Address list
- Set up the Formula for recreation activities associated with the SRP

Special Recreation Permits

- Copy a formula to the Master Formula page
- Add visitor days to one or more SRPs
- Research expired SRPs
- Copy an existing or expired SRP in RMiS
- Edit or delete an existing SRP
- Use the SRP Journal to verify the data associated with the permit